



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
BOX 59100
YUMA, ARIZONA 85369-9100

StaO 11090.3
3EA
04 Nov 93

STATION ORDER 11090.3

From: Commanding Officer, Marine Corps Air Station, Yuma
To: Distribution List

Subj: OCCUPANT DAMAGE TO GOVERNMENT FACILITIES

Ref: (a) StaO 11000.3C
(b) CMC msg 270050Z Apr 89
(c) NAVCOMPT Manual, Vol IV
(d) StaO 3120.6B

Encl: (1) NAVCOMPT Form 2277, Voucher for Disbursement and/or
Collection
(2) Instruction for preparing NAVCOMPT Form 2277, Voucher for
Disbursement and/or Collection

1. Purpose. To establish policy and procedures for the recovery of expenses incurred in the maintenance/repair/replacement of Station assets as a result of occupant negligence, abuse or vandalism.

2. Cancellation. StaO 11090.2.

3. Background. Negligence, abuse, and vandalism of Station assets have been increasing over the last several years. Reference (a) outlines the procedures for documentation of such damage. In the past action has not been initiated to recoup the associated costs since the administrative costs have historically outweighed the repair costs. These costs are now of significant value and must be recouped from the responsible unit or individual.

4. Policy

a. It is the policy of the Marine Corps Air Station (MCAS), Yuma that facilities will be maintained in the best possible state of repair consistent with the availability of funding.

b. Maintenance by repair/replacement to facilities caused by occupant negligence, abuse, or vandalism degrades the material condition of Station facilities necessitating expenses which are not funded in the MCAS budget base. It is Station policy that every effort be made to identify the responsible unit and recoup costs associated with such abuse consistent with references (a), (b) and (c). In making determinations of liability and waivers, the following definitions shall be used:

(1) Abuse. Improper or unauthorized conduct which could result in damage or destruction of government property.

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(2) Negligence. The failure to act as a reasonably prudent person would have acted under similar circumstances.

(3) Gross Negligence. An extreme departure from the course of action to be expected of a reasonably prudent person, all circumstances being considered, and accompanied by a reckless, deliberate, or wanton disregard for the foreseeable consequences of the act.

(4) Willful Misconduct. Conduct evidenced by intentional damage or destruction of government property.

(5) Vandalism. Conduct evidenced by willful or malicious destruction of property.

5. Action

a. Commanding Officers/Officers in Charge will:

(1) Comply with the requirements of reference (a).

(2) Maintain all assigned facilities in a satisfactory state of material condition.

(3) Establish internal procedures to prevent and deter damage to facilities.

(4) Identify and report all known incidents of facility damage caused by negligence, abuse or vandalism in accordance with reference (a) and this Station Order.

(5) Comply with reimbursement requirements of references (b) and (c) and this Station Order.

6. Procedure

a. Station Departments/Tenant Units (Quarters)

(1) Facilities Management Department (FMD) will provide the Station S-4 Officer, for distribution to all using commands, a pre-priced listing of costs associated with various repairs to BEQ/BOQ's. This pre-priced listing will be based on historical data for similar occupant damages and is to be updated annually on the anniversary date of this Station Order.

(2) Appointed Barracks Police Sergeants will utilize the pre-priced list to determine costs for occupant damages as they occur and are reported on barracks discrepancy lists. Damages which occur and are not shown on the pre-priced list will be reported on the barracks discrepancy list to FMD for cost estimating. Estimates will be written on the barracks discrepancy list and returned to the Police Sergeant. Units can thus be charged prior to the actual repairs being made. This is particularly important for tenant units.

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(3) Unit S-4 Officers will turn in completed damage reports with associated costs to the Station S-4 Officer.

(4) Station S-4 Officer will contact the unit's Commanding Officer and request a NAVCOMPT Form 2277, enclosure (1), Voucher for Disbursement and/or Collection for the amount of damages. This form is the mechanism to transfer funds from the fiscal account held by the unit responsible for incurring the damages to the appropriate Station fiscal account. The unit responsible for the damages should complete the NAVCOMPT Form 2277 as guided by enclosure (2). Specific attention to detail is necessary to ensure all appropriation data is typed correctly. Once the NAVCOMPT Form 2277 is received by the Station S-4, it will be forwarded by memorandum to the Comptroller. The memorandum should provide a line item break out by dollar amount between facilities repair and furniture replacement. The Comptroller will enter the necessary lines of appropriation data on the NAVCOMPT Form to which the dollars are to be transferred. A completed and signed copy of the NAVCOMPT Form will be provided to the originator, S-4 Officer, and Facilities Management Officer and/or Station Marine Corps Property Officer.

(5) Upon receipt of the NAVCOMPT Form 2277, the Station S-4 Officer will forward this form to Disbursing along with FMD's accounting appropriation to be credited. Furthermore, the Station S-4 Officer will provide a copy to FMD to show collection has been made.

(6) Individuals may voluntarily pay for any damage to government facilities. A personal check or commercial money order made out to "Marine Corps Air Station, Yuma" may be given to the Station S-4 Officer with a copy of the discrepancy list.

b. Visiting Squadrons and Units (Quarters)

(1) The Fleet Liaison section will ensure deployed squadrons and units comply with occupancy check-in/check-out procedures outlined in reference (d).

(2) The Facilities officer from the responsible command should accompany the police sergeant on the survey of damage and review determination of cost of repair or replacement from stated guidelines.

(3) The Fleet Liaison section and the transient Bachelor Enlisted Quarters Manager will, upon completion of a post-inspection, provide the Station S-4 a copy of the priced barracks discrepancy list.

(4) The procedures outlined in paragraph 6a(4) and (5) will be followed.

(5) Visiting Squadrons and Units will be responsible for collecting any damage reimbursements from their own individuals.

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c. Station/Tenant Units (Facilities)

(1) Requests for repairs to facilities will be forwarded to FMD via the Customer Service Desk, extension 2222, or by completed Work Request Maintenance Management Form NAVMC 911014/20 (rev. 2-68).

(2) The FMD will survey the repairs to be made. If occupant damage is suspected, FMD will notify Station S-4 with an estimate of repairs and appropriation data to be credited upon reimbursement.

(3) The Station S-4 Officer will contact the unit's Commanding Officer and request a joint survey of the damages. The Station Commanding officer will be final authority in determining occupant responsibility.

(4) The procedures outlined in paragraph 6a(4) and (5) will be followed.

(5) Units will be responsible for collecting any damage refunds from their own individuals.

d. Visiting Squadrons and Units (Facilities)


(1) The Fleet Liaison section will ensure visiting squadrons and units comply with occupant check-in/check-out procedures outlined in reference (d).

(2) The Fleet Liaison section will, upon completion of a post-inspection, provide Station S-4 a copy of priced damage report using pre-priced list where applicable, and/or FMD cost estimates.

(3) The procedures outlined in paragraph 6a(4) and (5) will be followed.

(4) Visiting Squadrons and Units will be responsible for collecting any damage reimbursements from their own individuals.

7. Concurrence. The Commanding Officers of MAG-13, MAWTS-1, MACS-7, 2d LAAM Bn, CSSD-16, MWSS-371 and VMFT-401 concur in and make this directive applicable to their respective units.


A. M. TORRANCE
By direction

DISTRIBUTION: B

1. Purpose DISB. <input checked="" type="checkbox"/> COLLECT <input type="checkbox"/>		2. Date	3. Reference Document No. 14-DIGIT DOCUMENT #	4. Bill Number	5. Voucher No.					
6. FROM: PAYING ACTIVITIES ADDRESS				7. PAID BY: CHECK NO. StaO 11090.3 04 Nov 93						
8. TO: <div style="border: 1px solid black; padding: 5px; width: fit-content;"> COMMANDING OFFICER COMPTROLLER DEPT PO BOX 99107 YUMA AZ 85369-9107 </div>										
9. ARTICLES, SERVICES OR ITEMS										
A. INVOICE OR ORDER NO.	B. DATE OF DELIVERY/SERVICE	C. DESCRIPTION (REMITTER, EXPLANATION, DETAILS, ETC.)		D. QUANTITY	E. UNIT PRICE COST PER	F. AMOUNT				
		REIMBURSEMENT FOR DAMAGES TO BARRACKS (BUILDING NUMBER) DURING DEPLOYMENT FROM _____ TO _____.				\$500.00				
G. DISCOUNT TERMS					H. TOTAL \$500.00					
10. TYPE OF PAYMENT OR BILL: COMPLETE <input checked="" type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL <input type="checkbox"/> PROGRESS <input type="checkbox"/> ADVANCE <input type="checkbox"/>										
11. ACCOUNTING CLASSIFICATION TO BE CREDITED (COLLECTION)										
A. ACRN	B. APPROPRIATION	C. SUB-HEAD	D. OBJ. CLASS	E. BUREAU CONTROL	F. SA	G. AAA	H. TT	I. PAA	J. COST CODE	K. AMOUNT (U.S. CURRENCY ONLY)
12. DEDUCTIONS										
A. ACRN	B. TRANSPORTATION	C. DISCOUNT	D. TAX		E. RESERVE	F. MISCELLANEOUS	G. TOTAL FOR ACRN (U.S. CURRENCY ONLY)			
H. CURRENCY: EXCHANGE RATE = \$1.00					I. TOTAL DEDUCTIONS					
13. ACCOUNTING CLASSIFICATION TO BE CHARGED (DISBURSEMENT)										
A. ACRN	B. APPROPRIATION	C. SUB-HEAD	D. OBJ. CLASS	E. BUREAU CONTROL	F. SA	G. AAA	H. TT	I. PAA	J. COST CODE	K. AMOUNT (U.S. CURRENCY ONLY)
PAYING ACTIVITIES APPROPRIATION DATA										
L. TOTAL NET AMOUNT TO BE PAID (BLOCK 9-H MINUS BLOCK 12-I)										
14. INSPECTION REPORT NOS:						15. GOV'T B/L NOS:				
16. APPROVED BY <u>PAYING ACTIVITES DESIGNATED REPRESENTATIVE</u> _____ TITLE _____ (DATE)						17. CERTIFIED BY _____ _____ TITLE _____ (DATE)				
18. PAYMENT RECEIVED: PAYEE— PER— TITLE—										

ENCLOSURE (1)

CONDITIONS/INSTRUCTIONS GOVERNING USE OF THIS FORM

1. This form may be used as a disbursement voucher/billing document or collection document. Accordingly, Block 1 must always be completed, indicating which.
2. When amounts under Block 9F are stated in foreign currency, the name of the currency is to be entered in the space provided under Block 12H.
3. If the ability to certify and authority to approve are combined in one person, only one signature is necessary; otherwise the approving officer will sign in Block 16, over his official title.
4. When this document is used as a disbursement voucher and payment is to be made in cash, the voucher must be receipted, using the space provided in Block 18. When the voucher is received in the name of a company or corporation, the name of the person writing the company or corporate name, as well as the capacity in which he signs must appear. For example, "John Doe Company, per John Smith, Secretary," or "Treasurer," as the case may be.
5. When used as a disbursement voucher/billing document the obligation and/or reimbursable order document number to which the disbursement or billing document applies must be cited in Block 3 on the reverse side.

INSTRUCTIONS FOR PREPARING NAVCOMPT FORM 2277
VOUCHER FOR DISBURSEMENT AND/OR COLLECTION

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- BLOCK 1. Check DISB.
- BLOCK 2. Date prepared.
- BLOCK 3. Preparing activities 14-digit document number.
- BLOCK 4. Leave blank.
- BLOCK 5. Leave blank.
- BLOCK 6. Paying activities address.
- BLOCK 7. Leave blank.
- BLOCK 8. Commanding Officer
Comptroller Dept
PO Box 99107
Yuma AZ 85369-9107
- BLOCK 9. (C) Description of reimbursement (include Building # and
period of deployment)
(F) Amount of reimbursement
- BLOCK 10. Check COMPLETE.
- BLOCK 11. Leave blank.
- BLOCK 12. Leave blank.
- BLOCK 13. Preparing activities appropriation data.
- BLOCK 14. Leave blank.
- BLOCK 15. Leave blank.
- BLOCK 16. Paying activities designated representative.
- BLOCK 17. Leave blank.
- BLOCK 18. Leave blank.

ENCLOSURE (2)